

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Transportation	
Policy Number: TRP 01	Standards/Statutes: ARM 37.27.130
Effective Date: 01/01/02	Page 1 of 4

PURPOSE: To ensure safe and reliable transportation.

POLICY: Adequate precautions are necessary for the safe operation of state vehicles. Only authorized personnel will use state owned vehicles and will be required to exercise all state and facility policies when operating a state owned vehicle.

PROCEDURE:

I. General Rules for Drivers

A. All employees of MCDC who possess a valid driver license are authorized to use vehicles for official business. A commercial driver's license with a passenger endorsement will be required for operation of any vehicle in which fifteen or more passengers including the driver will ride. In some circumstances proof of personal auto liability insurance will be required. Drivers are personally responsible for paying all parking and other traffic violation penalties resulting from their operation of a state vehicle or personal vehicle for state business.

B. Employees will drive defensively and operate vehicle in a safe and prudent manner by observing and obeying local, state and federal traffic rules, regulations and posted speed limits and adjusting driving habits according to weather conditions.

C. Employees will enter their use of vehicle on log sheet located in vehicle. The information to be filled in is: beginning mileage, ending mileage, destination and purchase of any fuel.

D. Transport only authorized personnel, staff, other state employees and patients.

E. No smoking is allowed in vehicles.

F. All passengers and driver must use seat belts and be buckled in before vehicle moves.

- G. Remove key, lock vehicle and set the parking brake whenever vehicle is parked.
- H. Know location and use of fire extinguisher, first aid kit, flashlight, warning markers.
- I. Always carry a cell phone in vehicle.
- J. In winter do not move vehicle until windows have been cleared of snow, ice, and frost.
- K. Never leave vehicle running unless attended by another staff member.
- L. When transporting patients and you need to exit vehicle, turn off ignition and remove key.
- M. Open and close sliding van door for patients entering and exiting van.
- N. Report all accidents regardless of how minor they may appear. In case of accident; contact local authority; city police, county sheriff, highway patrol and file a formal accident report with them. Fill out state accident form that is located in glove compartment. We are self insured by the State of Montana (insurer).
- O. Roadside breakdown; using cell phone, immediately call MCDL (496-5404) and inform them of your location and situation. Turn on hazard warning flashers, place warning reflectors at recommended distances by following instructions on package.
- P. In the event of a flat tire the following instructions should be observed.
 - 1. Optional, if appropriate; tire inflator and sealer (for sedan only); follow instructions on can.
 - 2. Replacing flat tire; pull vehicle to side of road, out of traffic, turn off vehicle, place vehicle transmission in parking gear, parking brake is set, hazard warning flashers are turned on and place warning reflectors at recommended distances by following instructions on package. Perform correct procedure for changing flat tire and use of vehicle jack by following instructions supplied in vehicle owner's manual, which is located in glove compartment. For sedan it is section 5-25 of owner's manual. For van it is section 5-18 to 5-34 of owner's manual. Follow owner's manual recommendation(s) when using spare tire.

II. Preventative Maintenance: Staff member who is first to use vehicle each day will perform the following duties:

- A. Before starting vehicle check the following; engine oil, coolant, windshield washer and fuel levels, tires are in good condition and properly inflated, all lights are working including head, brake, tail, turn, backup and emergency lights, windshield wipers are working and in good condition.
- B. Every 3000 miles: lube, oil change and oil filter, have other fluids checked.

III. When traveling in a state vehicle you may be required to use a gasoline credit card.

- A. The gasoline credit card is to be used for gasoline, oil, and windshield washer fluids only. No repairs are to be charged to credit card except in extreme emergencies.
- B. Each driver must be issued a driver ID pin number before they can use credit card. Get driver ID pin number and correct credit card from transportation officer.
- C. How to use Wright Express credit card:
 - 1. Pick a participating gas station that accepts the Wright express credit card from the list that is in the vehicle.
 - 2. Fuel vehicle, present credit card to store clerk, enter pin number on key pad, enter mileage on key pad and wait for authorization. Sign and retrieve receipt from clerk. There is written instruction on how to use credit card supplied with the card.

IV. Transporting of disruptive patients can be difficult for the driver and other patients in the vehicle. Strive to avoid/minimize this type of behavior and maintain a safe environment for both staff and patients.

- A. Do not participate in verbal arguing with disruptive patient(s).
- B. If staff or other patient(s) are threatened with physical violence from a disruptive patient(s), when it is safe to do so immediately pull vehicle to the side of the road, out of traffic, turn off engine and remove key from ignition.
- C. Ask patient(s) to cease disruptive behavior, if patient(s) refuses to cooperate remove yourself and other passengers from the vehicle and using cell phone call 911 for assistance. Give a concise description of your situation and location to law enforcement.

V. When transporting blood and urine samples assure that adequate precautions are taken. Follow OSHA guidelines and universal precautions for handling blood and body fluids.

- A. To prevent container used to transport blood and urine sample(s) from accidentally opening, which may potentially create a biohazard spill; the snap hook must be in place on container.
- B. Always use protective gloves whenever handling used sample container(s) or cleaning up a spill. Protective gloves are stored in the emergency supply box of each vehicle.
- C. Dispose of any contaminated material used in cleaning up spills in a biohazard bag, which are stored in the emergency supply box. Dispose of biohazard bags that contain contaminated material in appropriate manner by placing them in biohazard receptacle located on 2nd and 3rd floors of MCDL.

VI. Adequate precautions need to be taken when a medical emergency occurs during transporting of patient(s) and staff.

A. When it is safe to do so immediately pull vehicle to side of road, out of traffic, stop vehicle.

B. If it is a life-threatening situation or serious injury, using cell phone call 911 and request immediate medical assistance. Give a concise description of your location as possible.

C. If trained, perform appropriate first aid or CPR. First aid kit and CPR pocket mask are located in emergency supply box in vehicle.

D. At the appropriate opportunity call MCDC @ 496-5404 and inform them of the situation and your location.

Revisions: _____
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